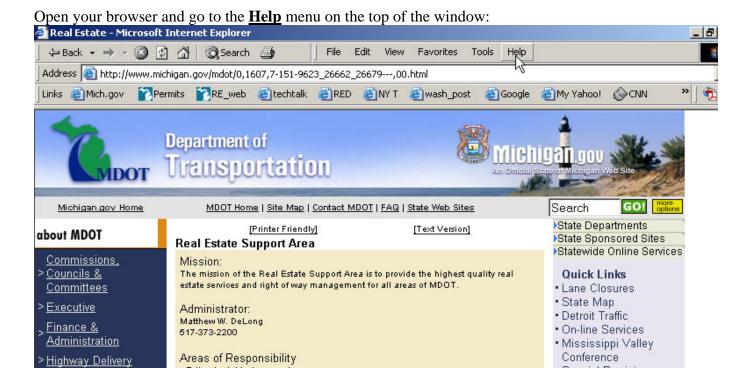
Accessing MIPARS through the Internet

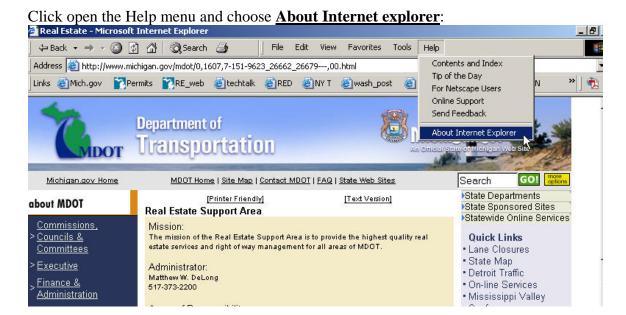
The MIPARS application can now be accessed through the Internet. The State of Michigan standard browser is Microsoft Internet Explorer (IE) and the web application is designed to run in IE 6.0 or 6.5. The MIPARS web application is <u>not</u> certified to run in any other internet browser or any other IE version. If you attempt to use another type of internet browser you may not be able to use all the new features built into the application.

Do I have the correct version of Internet Explorer?

MIPARS Web is certified to run in Microsoft Internet Explorer version 6.0 and 6.5.

→ Please note: MIPARS is not certified to run in Internet Explorer 7.0



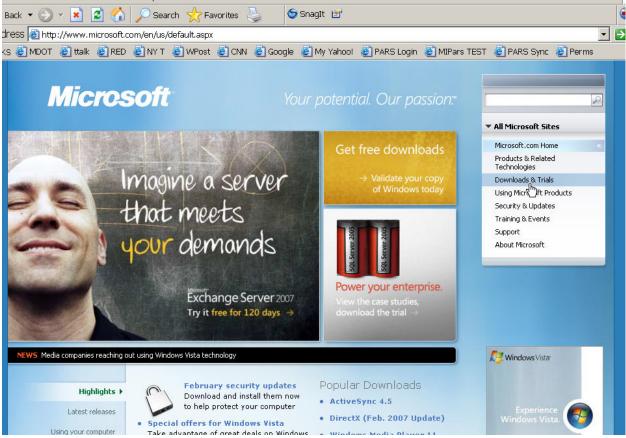


Click on <u>About</u> and you will see the about box and the version number will be at the top of the information. (See below). The version number in the top line tells you the IE version installed on your computer. In the example below it is version 6.0.2800



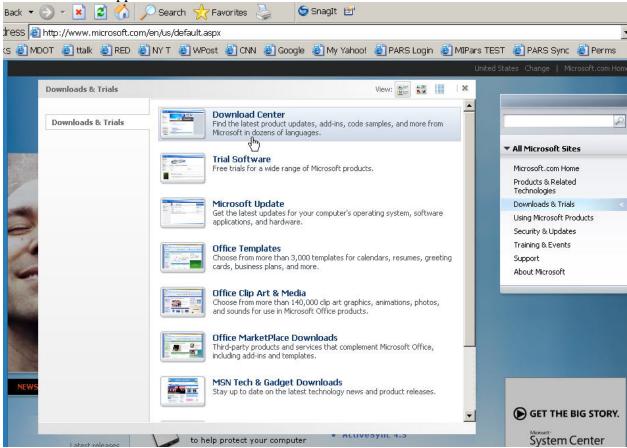
Don't have Microsoft IE 6 or 6.5?

If you do not have IE it is a free download from Microsoft. Just go to www.microsoft.com.



In the Right Panel of the screen (see image above) click on the **Downloads & Trials** choice.

This screen will appear:



Click on the <u>Download Center</u> – the top choice on the screen. (See image above)

The following screen should appear:

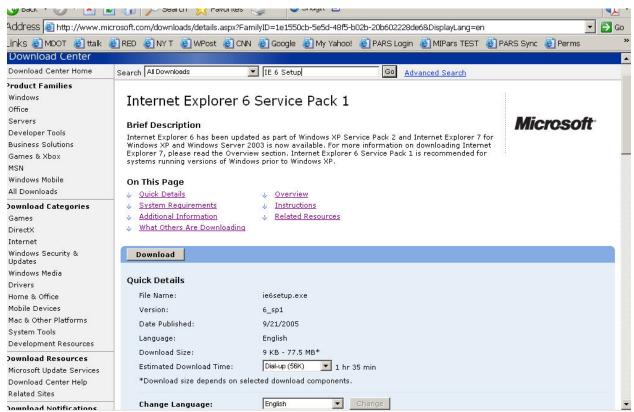


In the <u>Search</u> box at the top of the image above—where the Arrow Icon is. Type in <u>IE 6 setup</u> and hit the Go button next to it.

The following screen should appear:



If you click the IE Explorer 6 Service Pack 1 link (see arrow above) you will be sent to this screen:



Click on the <u>Download</u> button and you will be prompted to save the installation file. You should save it somewhere on your computer—your desktop would be handy. (See image below)



The file you will be saving--"ie6setup.exe" is relatively small. Users still using a dial up connection should be prepared for a download lasting 10-25 minutes while DSL and Cable users will not have wait times near that figure.

The file you downloaded -- e6setup.exe --is only a guide for the transfer of files from Microsoft to your computer. To actually get the browser software you need to be connected to the internet. Double click the file you downloaded-- **ie6setup.exe**. The setup will begin and it is a long one. Those of you using a high speed connection, DSL or cable, won't be impacted that much however if your company is using a dial up connection this download could take a long time-perhaps an hour or more depending on the quality of your connection.

MDOT would like to send you a disk with the IE files on it however Microsoft controls its own install process and it is illegal for MDOT to send you a CD with the Microsoft IE install files on it.

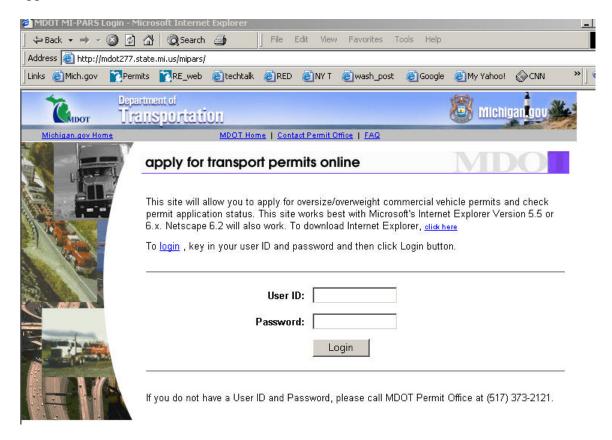
→ Important Reminder: the MIPARS web developers have not certified it to run in IE. 7.0. This means all the programming code in the MIPARS Web program may not run as it is intended to. Using IE 7 may cause you problems submitting a permit application or all the features that have been added to MIPARS Web may not run correctly. The developer hasn't tested the program in IE 7 and can make no guarantees about its functionality.

Getting Started On the Internet

Once the Internet browser is installed log on to your internet provider either by phone or broadband connection, DSL or cable. Once logged on start up your browser and go to the web site in the image below. Note the web address (URL) in the address box below:

http://mdot277.state.mi.us/mipars/.

You will need to type this web address into your browser exactly to get to the MIPARS web application.



If you are already a MIPARS customer your User ID has not changed. If you are a new user the Permit Office should have provided a User ID when you opened your account.

Logging into the MIPARS web application requires the initial Temporary login password I.E. pwd???. You will then be prompted to set your own password using the following policy:

<u>Password Policy</u>: Effective Monday, June 6, 2005, new password rules go into effect. This policy is meant to help MDOT better secure our servers from hacker attacks and to add another level of security for your company's data.

• As in previous releases the Permit Unit can ask for a reset of your password but we are not able to "see" passwords and cannot tell you what your present one is.

- Passwords will need to be at least 8 characters long but can be longer.
- At least one character of the password needs to be a numeral but it cannot be the first character of your password.
- Passwords will expire after thirty (30) days.
- You <u>cannot</u> reuse the same password but <u>chadguy1</u> could become <u>chadguy2</u> and comply with the password rules.
- Password are <u>case sensitive</u> so ChadGuy1 is different than chadguy1

Password Examples:

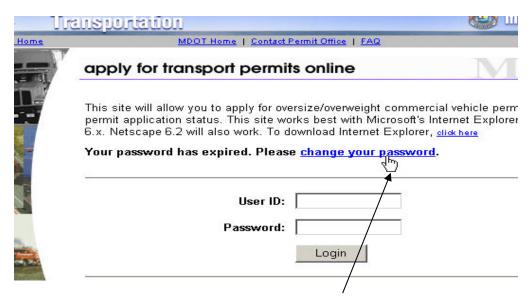
chad No, to short, only 4 characters must be at least 8 chaddguy No, long enough- 8 characters, but no numeral chadguy1 Yes, 8 characters one of which is a numeral

chad90210 Yes, at least 8 characters (9) and contains at least one

numeral (5)

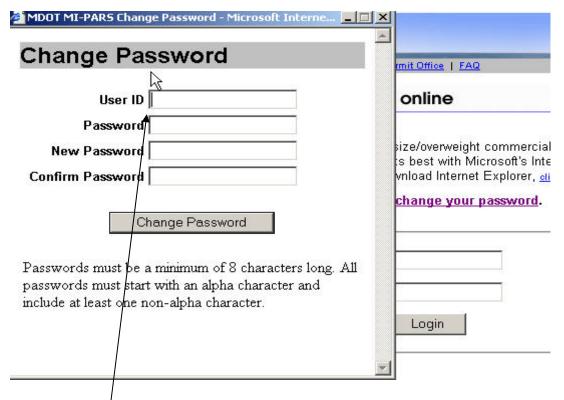
Use your permanent username and temporary password to log into MIPARS.

You will then be presented with this screen:



Click the blue shaded text: change your password.

This box below will appear.



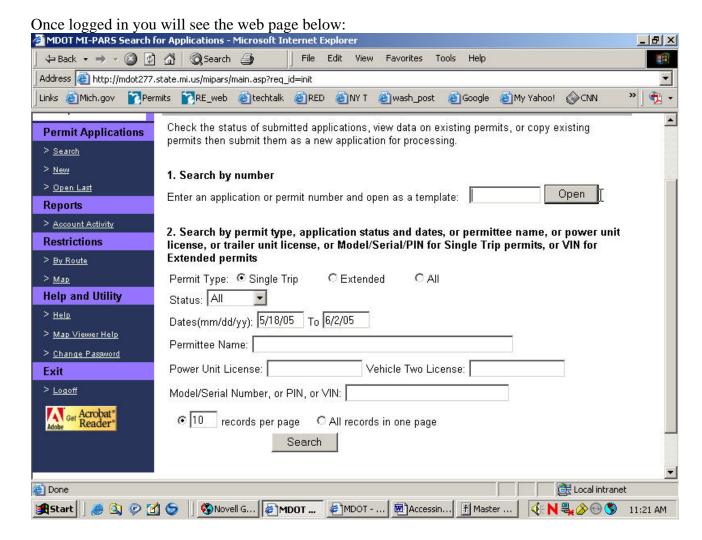
- 1) Your user ID is the permanent one given to you when you opened your account.
- 2) Your password is the temporary password you just used to log in. (pwd????)
- 3) Your new password is the one you have decided upon using the password rules above
- 4) Confirm—reenter your new password
- 5) Click the Change Password bar

The box below will appear confirming that your password has been changed.



To close this box, click the "X" in the upper right hand corner.

**You will be shown the main login page again and this time log in again using your MIPARS username and the new password you just created.

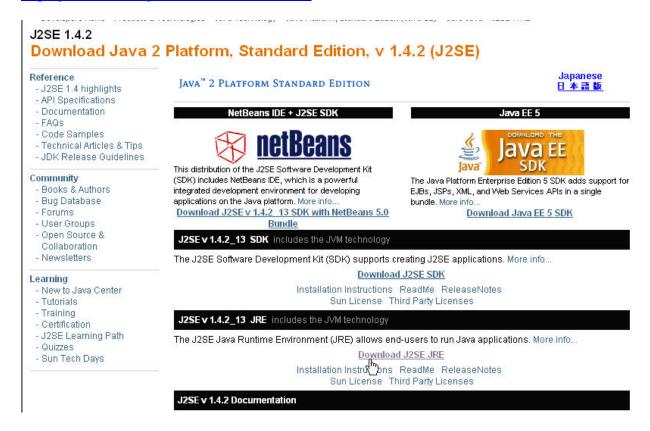


Many of the choices on the image above should look familiar because they are options you have always had. It is out of the scope of this document to explain all the web features. The Permit Unit should send you further directions about using the new Web application.

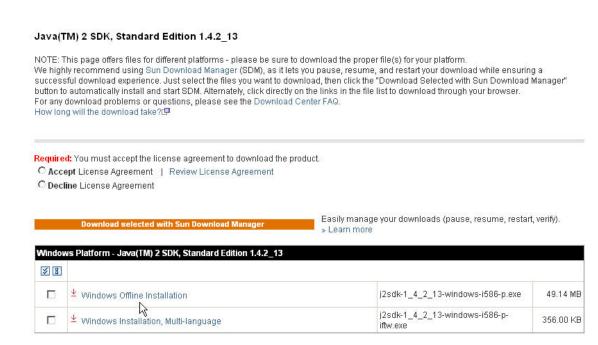
Java

Java is an internet plug-in used to view the restrictions map that MIPARS is able to produce. A plug-in is usually a resource that is meant to enhance the power of the browser either provided by the browser's programmers or a third party. In this instance the Sun Microsystems created Java and the restrictions map and Java go hand in hand. MIPARS Web was developed using Java v 1.4.2_4 so you are going to want to have that version. If you do not have Java on your machine the first time you attempt to access the MIPARS on line map your computer will detect that Java is not installed and automatically go to Sun Microsystems and get the version you need.

If you already have Java installed on your machine and it is a more recent version please go to: http://java.sun.com/j2se/1.4.2/download.html



This site allows you to download the version you need. Choose the J2SE v 1.4.2_13 JRE option. You will be taken to another page



Make sure you Accept the license agreement. Then you should choose whichever Windows Java Platform install best meets your needs. The Windows Offline Installation allows you to Save the install file to your computer, double click the file and install Java 1.4.2.13. You can also choose the install file to Run and it will install Java directly automatically from the Sun site.

If you are using a dial up connection this download will be a slow process because the Java program is very large. It shouldn't take as long as getting IE did but it may take 45 - 60 minutes depending on the quality of your connection. Unlike Microsoft, Sun Microsystems grants rights to organizations like MDOT to distribute the Java software as needed. If you are dialing up feel free to contact us and we will send you a copy of Java on a CD via US Mail as quickly as possible. If download time isn't an issue or you don't want to wait several days for a disk then start up the map, let Java start downloading and then take an extended break.

If you are using a high speed connection either cable or DSL, downloading Java from Sun Microsystems won't take significantly longer than installing it from a CD and there won't be a delay while you wait for a CD to arrive by mail. Please don't send a CD request unless you are using a phone dial up connection and a CD is absolutely necessary.

To request a Java CD send an email to: <u>rittenburgg@michigan.gov</u>. Your Subject Line should be: Java Disk, and in the body put your company name, mailing address and the person you would like the CD delivered to. Allow 3-5 days for delivery.

ANOTHER MAP ISSUE

The map that will be posted on the internet is actually generated from Microstation CADD software. This creates a very large file. Those of you using a high-speed connection will be able to view the map rather quickly – probably a minute or less. On the other hand downloading large files through a modem and a phone line can take quite a while. The developer has made this file smaller but there is no way to reduce its size any further so it will be several minutes before dial in customers can view the map. The time issue is directly related to the quality of your internet connection. MDOT cannot solve this time problem for dial in users.

End Notes

These directions are thorough and should get you connected however if you have problems connecting to MIPARS or submitting a permit that you believe is related to your hardware or browser settings please call or email:

Gary Rittenburg – 517.373.4129 or email: <u>rittenburgg@michigan.gov</u>

If you are having problems with filling in the various application screens or have a problem with the permit application itself contact the Permit Agents at: 517.373.2121

The next available agent will take your call.

The two screen shots below are meant to help you get started using the route screen in MIPARS Web. You should receive further instructions from the Permit Unit soon.

The image below is the route evaluate screen only

